# Understanding the FMR (IBA)

## DoN APC Conference
## Government Travel Charge Card
## Atlanta, Georgia
## March 1-2, 2004

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# Agenda

- Overview
- Background
- Legislation and Changes
- Policies
- Questions/Discussion
- Communications
- Initiatives & Training Opportunities

# Financial Management Regulation

## Volume 9, Chapter 3

Sets forth the policy and procedures with respect to mandatory use of the travel card under the Travel and Transportation Reform Act (TTRA) of 1998, Public Law 105-264

Intended to facilitate and standardize the use by DoD travelers of a safe, effective, convenient, commercially available method to pay for expenses incident to official travel

# Background

## IBA Facts

Used for official Government travel

Lodging, rental cars, meals and incidental expenses (authorized expenses)

Relieves burden of cash advances

Mission readiness of employees

***Individual liability/pay***

***209,166 Cardholders***

***$475M Annual Dollar Volume***

## Major Players

General Services Administration (GSA) provides the SmartPay Contract

Under Secretary of Defense (Comptroller) establishes DOD wide policies

Defense Finance and Accounting Services (DFAS) designated as the program manger

Financial Management Office (ASN FM&C) ensure program management

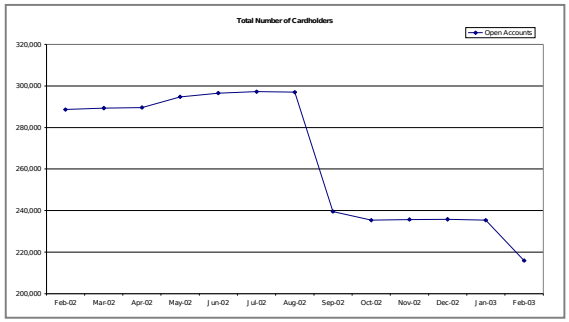
DON eBusiness Operations Office the Component Program Managers (CPM's) provides program management

Agency Program Coordinators (APC) for day-to-day operations

# eBusiness Operations Office Roles & Responsibilities

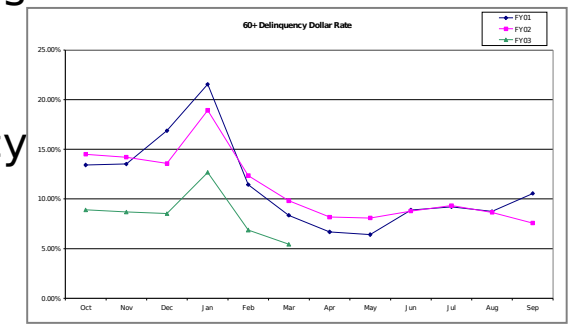
## *Component Program Manager*

- Oversight
- Audits
- Metrics
- Bank Interface



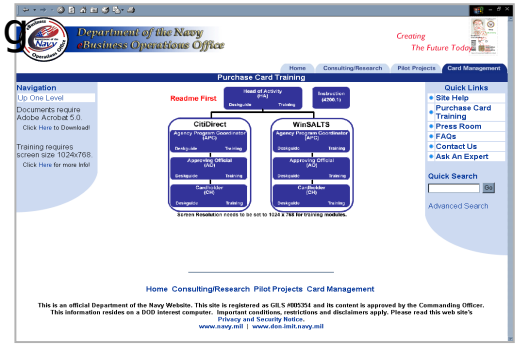

## *Operations (day-to-day)*

- Assist APC's
- Help Desk
- Fraud & delinquency



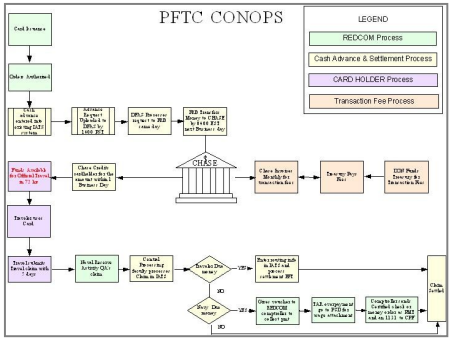

## *Guidance & Training (role based)*

- Computer based training
- Video Tele-training
- Desk guides




## *Continuous Improvement*

- Pre Funded Travel Card
- Automated Review & Response Oversight Wizard (ARROW)



# Legislation and Changes

- FY03 Defense Authorization Act
  - Split Disbursement Option
    - Payment directly from DFAS to Bank
    - Mandatory for military
    - Default for civilian
- Defense Appropriations Act
  - Credit checks for Travel Cards
    - Fail credit check – No Card
  - Cap on number of cards in DOD
    - 1.5 Million

# Policies

- **Management Controls - 0306**
  - Training
  - Applications
- **APC Responsibilities - 0307**
  - Semi-annual reviews
  - Reduced limits
- **Reimbursement and Payment Responsibilities - 0308**
  - Timely Reimbursement/Monthly Statements
  - Disputed Charges
  - Fees
  - Salary Offset
- **Misuse/Abuse and Delinquency Management -0309**
  - Monthly transaction monitoring
    Review Monthly reports
  - Correspondence
  - Communication with supervisors

# Communications

- HL3 teleconferences
  - 1st Tuesday of every month
- TCPN's
  - Serialized messages/program updates
- Ask the Expert
  - At www.don-ebusiness.navsup.navy.mil
- DON Instruction 4650.1A
  - Revised each year & posted on the web

# Initiatives & Training Opportunities for APCs

- APC Conference March 2004

  Atlanta, Georgia

  APC GTCC Training

  *"Each conference gets better, your office is doing a great job."*

- GSA Smart Pay Conference August 2004

  New Orleans, Louisiana

  APC Best Practices for Navy  Bank of America Training

  *"Your contributions are the reasons why the Navy has enjoyed its success."*